

Office of Grants and Training Cooperative Training Outreach Program Course Catalog

Purpose

The Preparedness Directorate's Office of Grants and Training (G&T) has implemented the Cooperative Training Outreach Program (CO-OP), a program designed to decentralize first responder training and to facilitate access to G&T courses in a cost effective manner. CO-OP will augment the capacity of States, territories, and tribal entities to deliver G&T courses.

CO-OP will enable State Administrative Agencies and State/Territory Point of Contacts (SAA/TPOCs) to identify and approve institutions within their States, Territories, or tribal entities that can adopt and deliver G&T standardized training programs. By doing so, access and capacity to deliver approved courses will be exponentially increased. Those eligible entities that choose to avail themselves of the CO-OP will be able to deliver fully developed curricula with a complete array of training materials, avoiding the costs associated with developing a course and the time involved in the course approval process.

G&T will provide SAA/TPOCs an electronic toolkit containing a list of the identified courses, the full curriculum for each course, and all attendant training support materials needed to deliver G&T-developed training through SAA/TPOC-approved institutions.

The goals of this effort are to:

- Accelerate the training of first responders by decentralizing as many G&T-approved training courses as practicable to State, Territory, or tribal entities
- Build State, Territory, and tribal training capacity by leveraging existing training organizations within a State or territory, or tribal entity
- Enable CO-OP participants to provide additional consistent, high-quality terrorism preparedness training in accordance with the National Preparedness Goal and identified priorities
- Establish an efficient and effective model for sustained terrorism preparedness training

Cost associated with delivery of a course under the CO-OP is allowable under FY 2006 Homeland Security Grant Program.

Introduction

The overall purpose for implementing this outreach program is to achieve the President's stated objective to expand our current training system so that "State and local instructors will teach courses at thousands of facilities such as public safety academies, community colleges, and state and private universities."

To ensure the proper focus for selecting training sites, management personnel, and relevant courses, this system is based on State assessments that clearly define specific training needs at all levels of emergency response to prevent, protect against, respond to, and recover from acts of terrorism. The scope of the challenge is daunting, with the training audience estimated to be in excess of 7 million responders from 10 emergency response disciplines and the private sector.

Through CO-OP, SAA/TPOCs have the ability to adopt various G&T sponsored and approved training programs for delivery by institutions within their state and local jurisdictions and designate institutions as recognized providers for the identified standardized curricula. While SAA/TPOC's have historically had this capability through existing train-the-trainer programs, the CO-OP provides a suite of G&T training courses for implementation and institutionalization to help address the challenges experienced by State, local, and tribal jurisdictions related to train-the-trainer efforts. G&T recognizes the existing capabilities of State and local fire and police academies, universities and community colleges, and other certified or approved institutions to deliver identified G&T-sponsored and approved training programs through train-the-trainer method. The CO-OP provides SAA/TPOCs a means to leverage those resources in the delivery of G&T courses.

As part of this process, SAA/TPOCs will have the ability to:

- Designate State and local organizations (academies and/or institutions of higher education) in the various response disciplines as approved deliverers of standardized training curriculum made available by G&T
- Select and download fully developed course curricula and associated materials for delivery through SAA/TPOC-approved institutions
- Validate that designated institutions have the most current version of curriculum and periodically receive updates to Training Support Packages
- Manage and track terrorism preparedness training within their State, Territory, or tribal entity based on their individual requirements and Homeland Security Strategies

Program Elements

Master Instructor

The Master Trainer is the key component of the CO-OP. A Master Trainer is an individual who is not only an experienced practitioner in a particular field or technical specialty, but also understands and has significant expertise and experience in managing, designing, developing, delivering, and evaluating effective training. This person will provide coordination for all G&T-developed training that is offered in SAA/TPOC-approved institutions at the State, territory, or tribal levels of government. Under CO-OP, SAA/TPOCs will designate a Master Trainer for each identified academy and/or institution, who will be responsible for monitoring and maintaining the quality of training delivery and instructor credentials. SAA/TPOCs may designate multiple Master Trainers but must identify a lead Master Trainer who will work with the SAA/TPOC and be responsible for coordination and reporting.

For purposes of this program, graduates of the Master Trainer Program (MTP) offered by the FEMA's Emergency Management Institute (EMI) meet the required criteria. Other equivalent programs and accepted standards are listed in the following section. The EMI MTP consists of courses that provide participants with the knowledge, skills, and tools to assess performance shortfalls, design effective training, develop training materials, and deliver and evaluate training. The series includes:

1. E601 – Management and Supervision of Training, which provides an overview of the Instructional Systems Design process and the necessary skills to manage training programs;
2. E602 – Performance and Needs Assessment, after which participants conduct a needs assessment to identify a valid training need in their organization;
3. E603 – Instructional Design, in which participants use the completed task analysis developed in the preceding course to develop a Plan of Instruction (POI);
4. E604 – Course Development, which teaches participants to use the previously created POI to develop training materials like instructor guides, student manuals, job aids, and visuals;
5. E605 – Instructional Delivery, which requires the participants to use the materials developed in the previous course to present a unit or segment of the training they have designed;
6. E606 – Evaluation of Training, which requires participants to develop and implement evaluation techniques to measure the effectiveness of course materials and instruction in producing enhanced performance;
7. E607 – Master Training Practicum, which is the culminating activity of the MTP. (The master trainer practicum is a supervised activity in which the student will conduct a training needs analysis focusing on training or educational need that will result in improved mission performance. The participant designs, develops, delivers, and evaluates a training activity to meet those needs)
8. E608 – Alternative Delivery Methods, which trains professionals how to evaluate several non-classroom training alternatives and choose the most effective

method(s) for delivering training.

MTP equivalencies include successful completion of:

- Programs meeting *NFPA 1041 - Standard for Fire Service Instructor Professional Qualifications, 2002 Edition*, Fire Instructor Level III, including those accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (Pro Board)
- Master Instructor Development Programs as offered by a State's Commission on Peace Officer Standards and Training
- Requirements for program directors as stated in *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*, dated 3/10/05 and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Certified Environmental, Safety and Health Trainer (CET) program meeting ANSI/ASSE Z490.1: Criteria for Accepted Practices in Safety, Health and Environmental Training

Instructor Certification

Instructors/Trainers must, at a minimum, meet the qualifications outlined in the *Instructor Certification Program for SLGCP Training Partners*. It is the responsibility of the SAA to ensure instructors representing the designated training facility comply with the Instructor Certification Program or one of the following equivalent processes:

- Programs meeting *NFPA 1041 - Standard for Fire Service Instructor Professional Qualifications, 2002 Edition*, Fire Instructor Level I or II, including those accredited by the IFSAC or the Pro Board
- Specialized Training Certification Program or Academy Instructor Certification Program as offered by a State's Commission on Peace Officer Standards and Training
- Requirements for faculty as stated in *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions*, dated 3/10/05 and accredited by the CAAHEP
- CET program meeting *ANSI/ASSE Z490.1: Criteria for Accepted Practices in Safety, Health and Environmental Training*)

The standards for instructor certification set forth follow the International Board of Standards for Training Performance and Instructions (IBSTPI) competencies, 2003 edition <http://www.ibstpi.org/>.

Facility Requirements

In order for an institution to be designated as an approved training provider by the State, the State must certify that the facility:

- Meets Occupational Safety and Health Administration (OSHA) requirements for the training to be offered
- Meets all applicable Federal, State, and/or local certification and regulatory requirements (i.e. accreditation by IFSAC, Pro Board, State Commission on Peace Officer Standards and Training, Emergency Management Accreditation Program, or other equivalent)
- Has sufficient equipment and media support as required; and
- Has identified a Master Trainer who meets or exceeds the G&T Instructor Certification requirements (or identified equivalencies) to provide oversight of instructional quality and evaluation in alignment with G&T's Training Doctrine.

To assist in the use of this catalog, training courses have been identified by mission area. Course descriptions can be found in the course catalog, following the course index.

Questions about accessing the courses listed in this catalog, or other questions about G&T's training programs can be sent to firstrespondertraining@dhs.gov. Questions about specific training courses listed in this catalog should be sent to that course's point of contact.

Course Number	Mission Area	Course Title
	PREVENT	
AWR-122-1	Prevent	Law Enforcement Prevention and Deterrence of Terrorist Acts
	PROTECT	
AWR-170	Protect	Leading From the Front: Weapons of Mass Destruction Awareness for the Law Enforcement Executive
	RESPOND	
AWR-121-1	Respond	Law Enforcement Response to Weapons of Mass Destruction - Awareness
AWR-141-1	Respond	Radiological/Nuclear Awareness Course
AWR-160-1	Respond	WMD Awareness Level Training Course
PER-225-1	Respond	Law Enforcement Response to Weapons of Mass Destruction – Operations Level
PER-230-1	Respond	Incident Response to Terrorist Bombings - Operations
PER-231-1	Respond	Prevention of and Response to Suicide Bombing Incidents
PER-251-1	Respond	Emergency Response to Terrorism: Operations
MGT-320-1	Respond	Computer-Aided Management of Emergency Operations (CAMEO)

Law Enforcement Prevention and Deterrence of Terrorist Acts

Course Description

This course provides certified Federal, State, and local law enforcement officers with the knowledge, skills, and abilities to assist in the prevention and/or deterrence of weapons of mass destruction (WMD) terrorist incidents. Since law enforcement officers possess an understanding of their communities and are part of the front-line defense, they are often in a better position to observe criminal actions that could result in the release of WMD agents. This heightened community awareness, as well as the possibility that they may encounter terrorists unknowingly while conducting patrol functions, provides law enforcement officers with a unique opportunity to prevent or deter potential WMD terrorist incidents.

Course Length

16 Hours

Prerequisites

Minimum of three years of service with a law enforcement agency, instructor certification by the authority having jurisdiction, and endorsement by the appropriate agency training supervisor.

Target Audience/Discipline

Law Enforcement

Fire Service

Hazardous Materials

Not Available - Under Review

***Leading From the Front: Weapons of Mass Destruction Awareness
for the Law Enforcement Executive***

Course Description

This training course is intended for law enforcement personnel at the planning and management level who may be called upon to develop policies and procedures to plan for, deter, respond to, or mitigate the impact of a weapon of mass destruction (WMD) incident. While prior experience in responding to a WMD incident is not required, attendees should have a basic understanding of emergency management and preparedness, the Incident Command System, and response to critical incidents. Reference material and website support are provided for participants so they may do more research to meet a particular need of a community or region.

Course Length

16 Hours

Prerequisites

Executive-Level Management

Target Audience/Discipline

Law Enforcement

Emergency Management Agency

Fire Service

Law Enforcement Response to Weapons of Mass Destruction - Awareness

Course Description

This course provides participant trainers with a general understanding and recognition of terrorism; knowledge of how to identify weapons of mass destruction (WMD), including chemical, biological, radiological, nuclear, and explosive (CBRNE) agents; and an awareness of the defensive considerations and control issues that are associated with criminal incidents. After completing the course, students will be able to implement self-protection measures; properly and safely contain and secure the scene; initiate and maintain appropriate control functions; and assist in completing the transition from emergency to recovery.

Course Length

16 Hours

Prerequisites

Course participants must be commissioned law enforcement officers or personnel employed by an emergency response agency. Participants must have completed a recognized instructor training program and/or be certified or designated as a trainer by their agency.

Target Audience/Discipline

Law Enforcement

Radiological/Nuclear Awareness Course

Course Description

This course will prepare trainers to deliver a six-hour Radiation Awareness Course using prepared lesson plan. Each participant will have an opportunity to learn the basics of platform presentation and classroom discussion and will present a portion of the Radiation Awareness Course as part of his or her training. The course consists of classroom instruction. After completing the train-the-trainer course, participants are eligible to conduct (indirect) courses for their agency and surrounding jurisdictions.

Course Length

6 Hours

Prerequisites

Attendees must be instructor-qualified (National Fire Protection Association [NFPA] or equivalent).

Target Audience/Discipline

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health

WMD Awareness Level Training Course

Course Description

Developed by the National Domestic Preparedness Consortium (NDPC), the WMD Awareness-Level Training Course is a six-hour training program that provides emergency responders with awareness-level instruction on recognition, avoidance, isolation, and notification techniques in a weapon of mass destruction (WMD) environment. The course covers prevention and deterrence and chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards. The NDPC provides all training materials required for certified instructors to carry out indirect course delivery.

Course Length

6 Hours

Prerequisites

None specified

Target Audience/Discipline

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care

Law Enforcement Response to Weapons of Mass Destruction – Operations Level

Course Description

This course addresses specific skills associated with a weapon of mass destruction (WMD) incident by providing detailed technical information and including hands-on practice of required procedures. Emphasizing teamwork, the course prepares representatives of State and local emergency response agencies to perform a critical emergency responder role safely and effectively during an incident involving WMD. The course also provides vital information to supervisory and management personnel responsible for developing policies and procedures governing emergency responder actions during WMD incidents.

Course Length

24 Hours

Prerequisites

Attendees must be emergency response personnel of a Federal, State, or local emergency agency in good standing and have successfully completed awareness-level training on WMD.

Target Audience/Discipline

Law Enforcement

Emergency Medical Services

Emergency Management Agency

Fire Service

Hazardous Materials

Incident Response to Terrorist Bombings - Operations

Course Description

This course is designed to prepare emergency responders to perform effectively and safely during bombing incidents at all locations at an incident scene, including the hot (kill) zone. The course includes detailed instruction on improvised explosive devices (IEDs), explosive materials, and explosive effects, and comprehensive training on critical response actions during pre-and post-detonation operations. Extensive field training, including explosives effects demonstrations, is included in the course. In addition, the course addresses actions that emergency responders can take to prevent and/or deter terrorist attacks involving energetic materials. Participants who successfully complete this course who are certified as trainers by their agencies are also certified to deliver the Incident Response to Terrorist Bombings – Operations course in their agencies. Note that this course does not prepare emergency response personnel to perform as explosive ordnance or bomb technicians. Training to perform functions associated with those positions is provided in other programs.

Course Length

34 Hours

Prerequisites

Participants must meet both of the following requirements: 1) significant experience as a firefighter, law enforcement officer, emergency medical/rescue specialist, or training officer; or hold a position in a public agency with responsibility for planning for, directing, or supporting initial response to terrorist bombing incident at the State or local level; 2) completion of a recognized instructor training program and/or certification or designation as a trainer by their agency.

Target Audience/Discipline

Law Enforcement

Emergency Medical Services

Fire Service

Public Works

Public Safety Communications

Prevention of and Response to Suicide Bombing Incidents

Course Description

This course is designed to provide advanced training in responding to suicide bombings. The course includes detailed instruction on improvised explosive devices (IEDs) and explosive materials typically used in suicide bombings. In addition, it features range demonstrations of explosive effects and comprehensive training on critical response actions during pre- and post detonation operations. The course addresses actions and programs designed to prevent or deter suicide bombings, as well as techniques, tactics, and procedures to respond to a variety of suicide bombing scenarios. Participants draft an action plan outline for preparing their agencies to address this developing potential threat to communities in the United States. Participants who successfully complete this course and who are certified as trainers by their agency are also certified to deliver the Prevention of and Response to Suicide Bombing Incidents course in their agency.

Course Length

36.5 Hours

Prerequisites

Participants must be senior State or local police, fire, or emergency medical services personnel; or emergency operations managers or planners who are decision makers or who can influence agency-level decisions involving the preparation for and response to suicide bombings. In addition, participants who seek certification to teach the Prevention of and Response to Suicide Bombing Incidents course must have completed a recognized instructor training program and/or certification or be designated as a trainer by their agency.

Target Audience/Discipline

Law Enforcement

Emergency Medical Services

Fire Service

Public Safety Communications

Emergency Response to Terrorism: Operations

Course Description

This IAFF-developed course empowers students to use available resources to make calculated decisions about safe response actions. The course builds on basic skills and knowledge while introducing and teaching characteristics, hazards, and mitigation tactics specific to WMD incidents. In addition, the course incorporates operations-level hazardous materials refresher information throughout each unit, reinforcing basic response protocols. The IAFF provides all training materials required for certified instructors to perform indirect course delivery.

Course Length

16 Hours

Prerequisites

Participants must have completed a U.S. Department of Homeland Security, Office for Domestic Preparedness awareness-level course. Participants must also have completed a recognized instructor training program and/or be certified or designated as a trainer by their agency.

Target Audience/Discipline

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Materials
Government Administrative

Computer-Aided Management of Emergency Operations (CAMEO)

Course Description

CAMEO is a system of software applications used to plan for and respond to chemical emergencies and WMD incidents. It is one of the tools developed by EPA's Chemical Emergency Preparedness and Prevention Office (CEPPO) and the National Oceanic and Atmospheric Administration (NOAA) to assist front-line emergency planners and responders. The CAMEO system integrates a chemical database and a method to manage the data, an air dispersion model, and a mapping capability sharing critical information in a timely fashion. Participants are expected to incorporate their knowledge of CAMEO into planning and responding to WMD scenarios and classroom exercises presented during the course. Topics include CAMEO as a WMD tool, MARPLOT applications for WMD, using LandView in WMD, data management considerations, data transfer applications and scenarios involving chemical, biological, and explosive events. The course also includes a final comprehensive scenario the participants can demonstrate competencies related to the course goals and objectives.

Course Length

24 Hours

Prerequisites

Completion of an awareness-level WMD course. Instructor certification by the authority having jurisdiction. Working Knowledge of the CAMEO Suite, including CAMEOfm functions and Chemical Library, ALOHA, and MARPLOT.

Target Audience/Discipline

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Materials
Government Administrative
Public Health